

Christine A. Sullivan

[REDACTED]

[REDACTED]

[REDACTED]

#### SUMMARY OF QUALIFICATIONS

- Experienced in Administration and Supervision of staff of varying levels and degrees who are focused on a commitment to student growth, development, and academic achievement
- Focused on providing an adequate education, along with the confidence, tools, and skills required to build and advance toward a framework of success
- Leader in the development and organization of programs that challenge and motivate students toward lifelong achievements and enhance positive educational experiences
- Experienced Administrator in both the private and public school setting, who has worked collaboratively with various state and local agencies around all areas of student wellbeing and education.

#### EDUCATION

- Masters of Science, Education Leadership  
University of Southern Maine, 2009
- Bachelor of Arts, Psychology  
University of Maine at Farmington, 1991

#### MAINE CERTIFICATIONS

Special Education Director 030, Teacher 282 Professional - Expiration 2019  
Building Administrator 040 (Pending)

#### PROFESSIONAL EXPERIENCE

Auburn School Department Auburn, Maine  
Director of Day Treatment RET/SOS 2015-Present

- Administers all program aspects within the day treatment program
- Solicits, interviews and identifies individual students to be a part of the RETC/SOS programs, grades 4 - 12 who are identified with behavioral and emotional disabilities
- Works collaboratively with administrators from 7 area school districts; Preparing and delivering reports, plans and program updates as requested
- Plans and coordinates quarterly board meetings to review census, finance, personnel and program data
- Develops and balances three program budgets including tuition, billing and Deal's (boxed lunch business)
- Manages daily program implementation and crisis intervention
- Monitors special education documentation, record-keeping, and communications to assure compliance with state regulations and district policies
- Performs Educational diagnostic assessment, curriculum review/development in conjunction with classroom teachers
- Coordinates and implements Individual Service Plans, Crisis Plans and Individual Education Plans in accordance with the district's special education policy and procedure manual and chapter 101 Special Education Regulations
- Supervision, evaluation and professional development to a staff of 13 probationary and continuing contract special education personnel, including teachers, educational technicians, and social workers
- Understands and implements special education programming, procedures and strategies
- Regularly collaborates with community agencies and families to benefit student current and transition needs
- Continues to be engaged in professional development activities through course work, workshops and involvement in professional organizations

Brunswick School Department Brunswick, Maine  
Special Education Coordinator/Behavioral Specialist/Department Chair 2009-2015

- Facilitates the necessary communications and programmatic linkages with adult education, alternative education, vocational education, special education and regular education personnel to

address student programming needs

- Coordinates special education referral, assessment, and programming in accordance with the district's special education policy and procedure manual and chapter 101 Special Education Regulations.
- Communicates with administrative and district office staff regarding necessary census, finance, personnel and program data
- Assists the building administration with the supervision and evaluation of probationary and continuing contract special education personnel
- Monitors special education documentation, record-keeping, and communications to assure compliance with state regulations and district policies
- Supports the development and maintenance of parent support information groups
- Serves as Administrator and Service Coordinator in IEP Team meetings
- Prepares and delivers reports, plans and program descriptions as requested by school and district administrators
- Initiates, prepares and facilitates various forms of staff development activities to address personnel readiness and skill development to benefit student programming
- Actively engage in professional development activities through course work, workshops and involvement in professional organizations
- Develops curriculum for special education students in study skills and transition planning
- Creation and oversight of district Functional Life Skills, Social Foundations, Resource, and Behavior programs

Spurwink Services - Staff Intensive Program Brunswick, Maine  
Associate Program Director of Day Treatment 2005-2009

- Develops and insures the quality of educational programming; and models good instruction, development of therapeutic relationships, and productive behavior intervention including limit setting.
- Train and supervises staff
- Administrates program aspects in program development, budget development and monitoring
- Provides the unique opportunity to have a direct role in the development and implementation of an innovative curriculum that addresses the varied learning styles of all students.
- Performs Educational diagnostic assessment, curriculum review/development in conjunction with classroom teachers
- works in a multidisciplinary treatment team
- Administrates consultations/IEP meetings
- Reviews IEPs and Individual Service Plan
- Coordinates and implements Individual Service Plans to include behavior management/crisis intervention/Life Space interviews and other mental health prescriptions
- Performs intake/evaluations and coordinate intake IEP meetings with service providers and public school personnel
- Provide on-call coverage for program staff support

Spurwink Services - Staff Intensive Program Brunswick, Maine  
Special Education Teacher 1998-2005

- Assess student learning / write Individualized Educational Plans
- Designs coherent instruction based on assessment information
- Supervision of Education Technicians
- Creates and implements Individual Behavior Plans
- Maintains student records in accordance with DOE regulations
- Collaborates with public school personnel
- Communicates with families, treatment team members and individuals from outside agencies
- Interviews individuals in the intake process
- Writes and executes Individual Service Plan and Individual Education Plans
- Medication administration
- Education assessment, report writing and presentation

#### OTHER RELATIVE EXPERIENCE

- Spurwink Services, Education Technician III (Dec. 1996 - Feb. 1998)
- Shoreline Community Mental Health, Emergency Service Worker (Nov.1996 - Sept.1997)

5/3/2017

Inbox (3) - gdugal@gwh.org - Good Will-Hinckley Mail

- MSAD #75, Education Technician III (Aug. 1995 - Aug. 1996)
- Smith Family Child Care, Owner (1991-1995)

#### PROFESSIONAL AFFILIATIONS

- Seeds of Independence Board President 2017
- Seeds of Independence Board Trustee 2014-2017
- MADSEC 2015-2017
- Proficiency Policy Task Force 2014-2015
- NEASC Committee Member 2013-2015
- NEASC Visiting Committee Member 2013
- Behavioral Health Professional Trainer 2012-2017
- Maine Administrators of Services for Children with Disabilities (MADSEC) 2005-2011

#### REFERENCES UPON REQUEST

47-004785788

469939

CERTIFICATE ID NUMBER	CLASS	TYPE OF CERTIFICATE	LEVEL	ENDORSEMENT(S)	*	VALIDATION DATE	EXPIRATION DATE
16	ADMIN.	34 PROFESSIONAL	K-12 030			07/01/14	07/01/19
15	TEACHER	34 PROFESSIONAL	7-12 282			07/01/14	07/01/19
14	CHRC	APPROVAL	K-12		NO	07/01/14	07/01/19
13	ADMIN.	34 PROFESSIONAL	K-12 040			07/28/11	07/01/16

**CHRISTINE A SULLIVAN**

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STATE OF MAINE

Department of Education

TEACHER CERTIFICATES:

THIS IS TO CERTIFY THAT THE PERSON NAMED HEREON IS LICENSED TO TEACH IN THE SCHOOLS OF MAINE WITHIN THE LIMITATIONS OF THE CERTIFICATE(S) LISTED.

COMMISSIONER

EXPLANATION OF ENDINGS

CERTIFICATE ID NUMBER - USED TO VERIFY CERTIFICATE. PLEASE USE THIS NUMBER IN ALL CORRESPONDENCE REGARDING CERTIFICATE LEVEL - GRADE SPAN FOR WHICH CERTIFICATE IS VALID.

ENDORSEMENT - ALL ENDORSEMENT AREAS ARE DEFINED BY CODE NUMBERS IN THIS SECTION (SEE CODES ON BACK).

EF-300 REV. 03/14      \*If 'yes', see accompanying letter for exceptions to CHRC.